



Office of Administrative Services  
FOIA Requester Service Center

January 11, 2017

Michael Ravnitzky  
1905 August Drive  
Silver Spring, MD 20902

Dear Mr. Ravnitzky:

This is in response to your Freedom of Information Act (FOIA) request (GSA-2017-000361), received January 11, 2017, in which you requested:

"1) A copy of the home page of GSA Insite, the GSA employee intranet site. 2) A copy of each page connected to the GSA Insite home page by one click (one level down). 3) A copy of the pages of the GSA Insite that provide the table of contents of the GSA Handbook (by which I mean the large overall GSA handbook)."

In response to your request, InSite is a federal government computer system that is "FOR OFFICIAL USE ONLY." InSite is not accessible to the general public, only to GSA employees and contractors with network access through GSA systems. We are withholding this information because it is considered for federal government use only and is exempt from disclosure to the general public under FOIA Exemption 2, 5 U.S.C. 552(b)(2). Exemption 2 of the FOIA permits the government to withhold records that are "related solely to the internal personnel rules and practices of an agency." These materials pertain to the agency's internal position selection and promotion process, which includes the criteria, evaluation and selection procedures utilized to fill a vacant position within GSA.

You have the right to appeal the full denial of the information withheld or to challenge the adequacy of GSA's search of relevant files. To do so, you must write, within 90 days of your receipt of this letter, to the following address:

U.S. General Services Administration  
FOIA Requester Service Center (H1F)  
1800 F St. NW, Room 7308  
Washington, DC 20405

Your appeal must be in writing and contain a brief statement of the reasons why the withheld information should be released or the basis for challenging the adequacy of GSA's search of relevant files stating reason(s) why GSA should have a copy of the requested records. Enclose a copy of your initial request and a copy of this letter. Both the appeal letter and envelope should be marked prominently, "Freedom of Information Act Appeal."

This completes our action on this release. Should you have any questions, please contact Travis Lewis at (202) 219-3078 or by email at [Travis.Lewis@gsa.gov](mailto:Travis.Lewis@gsa.gov). You may also contact the GSA FOIA Public Liaison, Audrey Brooks, at (202) 205-5912 or by email at

U.S. General Services Administration  
1800 F. Street, NW  
Washington, DC 20405  
Telephone: (202) 501-0800  
Fax: (202) 501-2727

audrey.brooks@gsa.gov for any additional assistance and to discuss any aspect of your FOIA request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov) ; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Sincerely,

*Travis Lewis*

Travis Lewis  
FOIA Program Manager